

AGENDA
CITY OF CASPER PLANNING AND ZONING MEETING

June 8, 2023

6:00 P.M.

THE LYRIC (*Temporary City Hall Meeting Space*)

230 West Yellowstone Highway, Casper

Meetings can be viewed online via the City of Casper's YouTube channel.

PLANNING AND ZONING POLICY

PUBLIC STATEMENTS

1. Use of Cellular telephones is not permitted, and such telephones shall be turned off or otherwise silenced during the Planning and Zoning Meeting.
2. Speaking to the Planning and Zoning Commission (These guidelines are also posted at the podium in the Council Chambers).
 - Clearly state your name and address.
 - Please keep your remarks pertinent to the issue being considered by the Planning and Zoning Commission.
 - Please do not repeat the same statements that were made by a previous speaker.
 - Please speak to the Planning and Zoning Commission as you would like to be spoken to.
 - Please do not address Applicants or other audience members directly.
 - Please make your comments at the podium and directed to the Planning and Zoning Commission.
3. The City of Casper Planning and Zoning Commission is a volunteer body composed of members of the Casper Community, and appointed by the Casper City Council. The Commission acts as a quasi-judicial panel, making final decisions on some specific items, and recommendations to the City Council on others as dictated by law. The Commission may only consider evidence about any case as it relates to existing law. The Commission cannot make or change planning or zoning laws, regulations, policies or guidelines.

AGENDA

I. CALL TO ORDER

II. MINUTES: Consideration of P & Z Commission Minutes from May 11, 2023

III. PUBLIC HEARINGS:

SP-415-2023 – Site plan review for the construction of a 14,395 square foot church, located at 3041 Paradise Drive, Dowler No. 2 Subdivision, Tract 8, and Paradise Acres, Lot 1. Applicant: Paradise Valley Christian School. The applicant has requested a continuation to the July 13, 2023 Planning and Zoning Commission meeting.

SUB-414-2023 – Request to vacate and replat Lots 12, 13 and 14, Block 41, North Casper Addition No. 2, and a strip of land adjoining Lot 14, Block 41, North Casper Addition No. 2, to create “North Casper Addition No. 3”. Said property is located at 703 N. McKinley Street. Applicant: MP Industries, LLC.

SUB-417-2023, ZOC-418-2023 & ANX-419-2023 – Request to annex 0.85-acres, more or less, being a portion of the SE1/4SW1/4, Section 7 and NE1/4NW1/4, Section 18, T. 33N, R78W, 6th P.M., Natrona County, Wyoming, and to incorporate said property into a vacation and replat of Lots 48-53, Elkhorn Village Addition No. 2, to create a new subdivision named “Elkhorn Village Addition No. 3”, located at the northeast corner of East 12th Street and Elkhorn Valley Drive. The request also includes a proposed zone change of the 0.85-acre parcel from County zoning to City zoning classification R-2 (One Unit Residential). Applicant: Blackmore Homes, Inc.

SUB-420-2023, ZOC-421-2023 & ANX-422-2023 – Request for annexation of 4.78-acres, more or less, a plat, and establishing the zoning as C-4 (Highway Business), to create a new subdivision named “JTL Group Inc. Addition”, located at 1461 Bryan Stock Trail, and being a portion of the SW1/4SW1/4 of Section 35, T.34N., R79W., 6th P.M., Natrona County Wyoming. C-4 (Highway Business). Applicant: JTL Group Inc. dba Knife River.

IV. SPECIAL ISSUES:

V. COMMUNICATIONS:

A. Commission

B. Community Development Director

C. Council Liaison

D. OYD and Historic Preservation Commission Liaisons

1) **Historic Preservation Commission** – DRAFT minutes from May 8, 2023

2) **Old Yellowstone Advisory Committee** – there was no meeting held in May

E. Other Communications

VI. ADJOURNMENT – *Next Meeting of the Planning and Zoning Commission is scheduled for Thursday, July 13, 2023, at 6:00 P.M., at the LYRIC, 230 West Yellowstone Highway, Casper.*

**CASPER PLANNING AND ZONING MEETING
THURSDAY MAY 11, 2023
CITY COUNCIL CHAMBERS**

These minutes are a summary of the meeting. For full details view online at www.casperwy.gov on the Meetings and Agendas web page. The Planning and Zoning Commission held a meeting at 6:00 p.m., on Thursday May 11, 2023, in the Council Chambers, City Hall, 200 North David Street, Casper, Wyoming.

Members Present: Maribeth Plocek
 Terry Wingerter
 Joe Hutchison
 Michael McIntosh
 Kenneth Bates
 Vickery Fales-Hall

Absent Members: Nic Eskew

Others present: Craig Collins, City Planner
 Barb Santmire, Administrative Assistant III
 Wallace Trembath, Deputy City Attorney

I. MINUTES OF THE PREVIOUS MEETING

Chairperson McIntosh asked if there were additions or corrections to the minutes of the April 13, 2023 Planning & Zoning Commission meeting.

There being no additions or corrections, Chairperson McIntosh called for a motion to approve the minutes of the April 13, 2023 Planning & Zoning Commission meeting.

Mr. Wingerter made a motion to approve the minutes of the April 13 meeting. The motion was seconded by Mr. Hutchison. All those present voted aye. Motion carried.

II. PUBLIC HEARINGS

Our first case this evening:

CUP-389-2023 – Request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) in an R-2 (One Unit Residential) zoning district, located at 1340 South Lincoln Street, Lot 11-12 S ½, Block 13, Butler Addition. Applicants: Amanda and Matthew Neely.

Craig Collins, City Planner, presented the staff report and entered 5 exhibits into the record. There were two (2) staff recommended conditions and there were no public comments submitted.

Matt Neely, 1340 S Lincoln, spoke as representative for the case. Mr. Neely indicated that when he and his wife purchased the property a year ago, a garage with an apartment was existing on the property. When pulling permits to complete renovation work, it was discovered that the existing structure had never been approved. The application is an attempt to rectify this oversight by the previous owner.

Chairperson McIntosh confirmed with the applicant that he understands the staff recommended conditions.

There being no others to speak, Chairperson McIntosh closed the public hearing and entertained a motion to approve, approve with conditions, deny, table, or postpone to a date certain **CUP-389-2023** regarding the request for a Conditional Use Permit (CUP) to allow an Accessory Dwelling Unit (ADU) at 1340 S Lincoln St.

Noting that the Planning and Zoning Commission has considered all relevant factors (pg. 3 of this staff report), including, but not limited to, those set forth in Section 17.12.240(H), and find that:

1. The Conditional Use is consistent with the spirit, purpose, and intent of this Title; will not substantially impair the appropriate use of neighboring property; and will serve the public need, convenience, and welfare;
2. The Conditional Use is designed to be compatible with adjacent land uses and the area of its location.

Ms. Plocek moved to approve case **CUP-389-2023** with the two (2) recommended conditions stated in the staff report. The motion was seconded by Mr. Wingerter. All those present voted aye. Motion carried.

III. SPECIAL ISSUES

There were none.

IV. COMMUNICATIONS

A. Commission:

There were none.

B. Community Development Director/City Planner:

Craig Collins, City Planner, reported that the Lyric (230 W Yellowstone) will be used for both City Council meetings and Planning and Zoning meetings during the renovation of City Hall, beginning with the June meetings.

C. Council Liaison:

Councilor Steve Cathey reported that the Council passed the zoning amendment for Majestic Mountain (area located off of Iris by the Paradise Valley pool), but that Council has been receiving comments from the local citizens against the continuation/cut through of Camellia, which currently ends in a cul-de-sac. This portion of the development of that area has not yet come before Planning and Zoning, but Mr. Collins has already sent out a message addressing this concern.

Councilor Cathey also noted that the Poplar Street bridge will be closing May 15th.

D. OYD and Historic Preservation Commission Liaisons:

OYD – As liaison, Mr. Hutchison reported that subcommittees are in process of developing plans for various projects in the district.

HPC – Mr. McIntosh, as liaison, reported that May is going to be Historic Preservation Month and the Commission produced placemats highlighting the history of Sherrie's Place.

The HPC will also be creating Christmas ornaments based on historic locations for sale to the community as a fundraiser for the Commission. The first will be Natrona County High School.

E. Other Communications

There were none.

V. **ADJOURNMENT**

Chairperson McIntosh adjourned the meeting at 6:25 pm.

Chairperson

Secretary

June 1, 2023

MEMO TO: Michael McIntosh, Chairperson
Members, Planning and Zoning Commission

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: **SP-415-2023** – Site plan review for the construction of a 14,395 square foot church, located at 3041 Paradise Drive, Dowler No. 2 Subdivision, Tract 8, and Paradise Acres, Lot 1. Applicant: Paradise Valley Christian School.

Recommendation:

The applicant has requested a continuance of this case to the July 13, 2023 meeting.

Summary:

The Paradise Valley Christian School has applied for site plan review for the construction of a 14,395 square foot church, to be located at 3041 Paradise Drive. During a phone conversation on May 30, 2023, the applicant requested an additional month to work on some necessary changes to the site plan.

June 2, 2023

MEMO TO: Michael McIntosh, Chairperson
Members of the Planning and Zoning Commission

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: **SUB-414-2023** – Request to vacate and replat Lots 12, 13 and 14, Block 41, North Casper Addition No. 2, and a strip of land adjoining Lot 14, Block 41, North Casper Addition No. 2, to create “North Casper Addition No. 3. Said property is located at 703 N. McKinley Street. Applicant: MP Industries, LLC.

Recommendation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the proposed plat meets the minimum requirements of the Casper Municipal Code, staff recommends approval with a “do pass” recommendation to the City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 16.24 of the Casper Municipal Code pertaining to replats, including notification of property owners within 300 feet by first class mail, posting a sign on the property, and publishing legal notice in the Casper Star-Tribune. **At the time that the staff report was prepared staff had not received any public comments.**

Applicable City Codes and Adopted Policies/Plans

1. The Planning and Zoning Commission’s decision with regard to the plat is a recommendation to Council. With an approval, a “do-pass” recommendation will be forwarded to Council, and with a denial, a “do-not-pass” recommendation will be forwarded.
2. The property in question is zoned C-2 (General Business).
3. There is no minimum lot size requirement in the C-2 (General Business) zoning district.

Summary:

A request has been received for a replat of three (3) lots, comprising 0.39-acres, more or less, located at the northeast corner of North McKinley and F Streets. The replat proposes to reconfigure the existing three (3) lots into two (2) new lots. The property is zoned C-2 (General Business), and is currently occupied by a commercial structure at the south end. Proposed Lot 1 is 7,702 square feet in area and proposed Lot 2 is 9,324 square feet. There is no minimum lot size requirement in the C-2 (General Business) zoning district. Similarly, there are no minimum building setback requirements; therefore, the reconfiguration of the lots will not create any setback violations. Staff has not included any recommended conditions of approval.

SUB-414-2023



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: MP Industries, LLCADDRESS: 927 Connie Street, PO BOX 633, Mills, WY 82644TELEPHONE: 307-797-0245

EMAIL: _____

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: CEPIADDRESS: 6080 Enterprise Drive, Casper, WY 82609TELEPHONE: 307-266-4346EMAIL: billf@cepi-casper.comAPPLYING FOR (check one): ☒ FINAL PLAT ☐ REPLAT ☐ MINOR BOUNDARY ADJUSTMENTNAME OF SUBDIVISION: North Casper Addition, Block 41 Lots 29-30LEGAL DESCRIPTION OF LAND: Lots 12-14, Block 41, North Casper Addition and strip of land adjacent to Lot 14COMMON ADDRESS OR LOCATIONAL DESCRIPTION: 703 N. McKinley StreetCURRENT LAND USE: CommericalTOTAL ACREAGE: 0.39 acres/sq ftNUMBER OF LOTS: 2 (Minor Boundary Adjustment can not exceed 2 lots)SIZE OF LARGEST LOT: 9324SIZE OF SMALLEST LOT: 7702CURRENT ZONING: C2PROPOSED ZONING: C2

The following owner's signature, or agent, signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: _____

DATE: 5/3/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF PROPERTY OWNERS
- PROOF OF OWNERSHIP
- PDF (11"X17" SCALE) OF THE PLAT (Full-Sized Hard Copies MAY Also be Required)
- ARCGIS-COMPATIBLE SHAPEFILE SHOWING LOTS, BLOCKS, STREETS, ETC.
- \$1,200 (25 LOTS OR FEWER); \$1,800 (26 Lots or more); (\$200 FOR MINOR BOUNDARY ADJUSTMENT); (Preliminary Plat \$1,000). APPLICATION FEE (NON-REFUNDABLE)

FOR OFFICE USE ONLY:

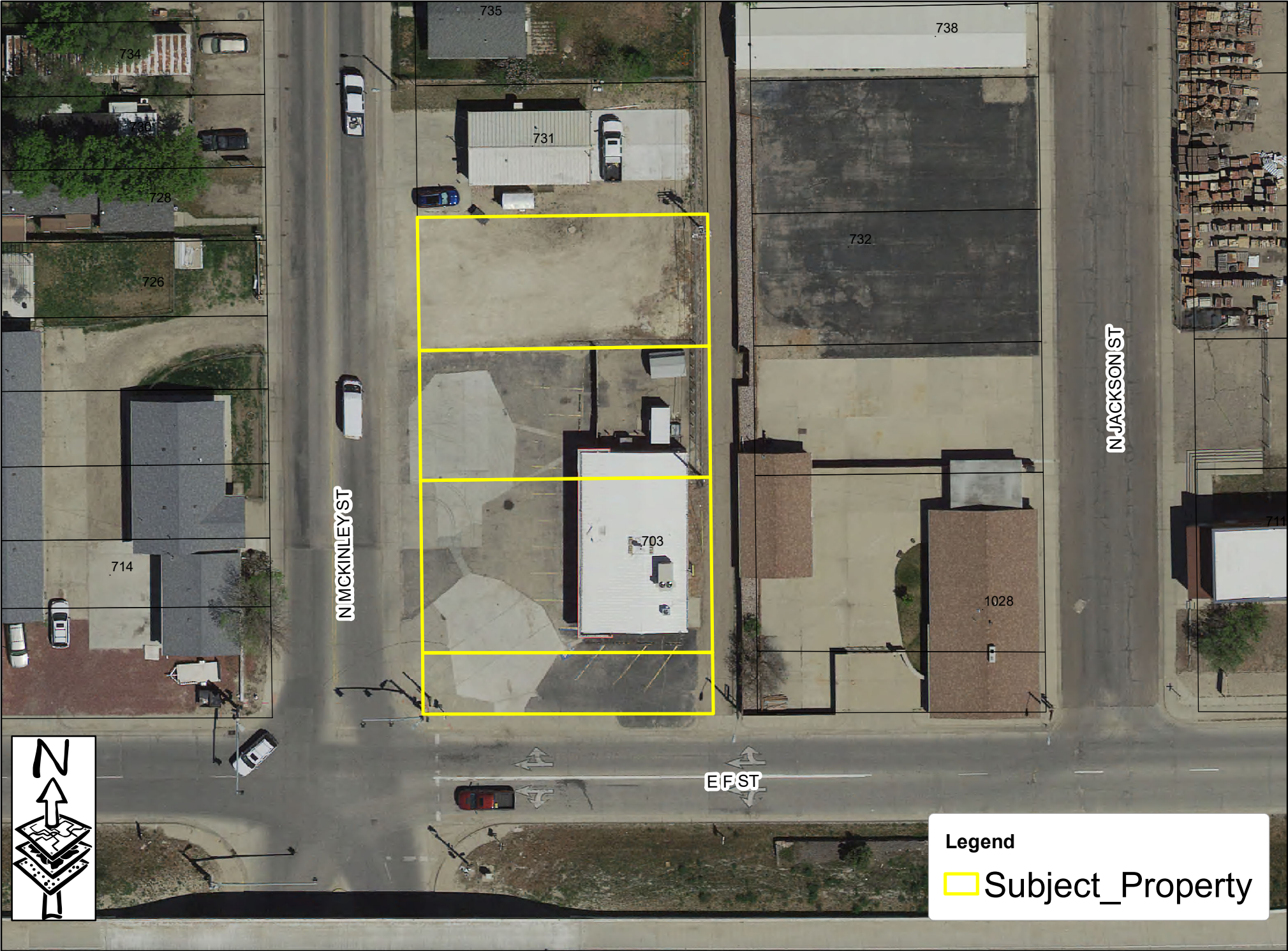
DATE SUBMITTED: _____

REC'D BY: _____

Proposed Replat of Lots 12-14, Blk 41, North Casper Addition No. 2



Proposed Replat of Lots 12-14, Blk 41, North Casper Addition No. 2



Proposed Replat of Lots 12-14, Blk 41, North Casper Addition No. 2





← ONE WAY
20

ELITE
apparel & more

ELITE
apparel & more





June 1, 2023

MEMO TO: Michael McIntosh, Chairperson
Members, Planning and Zoning Commission

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: **SUB-417-2023, ZOC-418-2023 & ANX-419-2023** – Request to annex 0.85-acres, more or less, being a portion of the SE1/4SW1/4, Section 7 and NE1/4NW1/4, Section 18, T. 33N, R78W, 6th P.M., Natrona County, Wyoming, and to incorporate said property into a vacation and replat of Lots 48-53, Elkhorn Village Addition No. 2, to create a new subdivision named “Elkhorn Village Addition No. 3”, located at the northeast corner of East 12th Street and Elkhorn Valley Drive. The request also includes a proposed zone change of the 0.85-acre parcel from County zoning to City zoning classification R-2 (One Unit Residential). Applicant: Blackmore Homes, Inc.

Recommendation on Annexation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the requested annexation meets the requirements of the Casper Municipal Code and Wyoming State Statutes, staff recommends that the Planning and Zoning Commission grant an approval of the annexation and forwards a “do pass” recommendation to the City Council.

Recommendation on Plat:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the proposed plat meets the minimum requirements of the Casper Municipal Code, staff recommends approval with a “do pass” recommendation to the City Council with the following recommended conditions:

1. The applicant/owner shall dedicate right-of-way to the City of Casper for the extension of East 12th Street, to the eastern boundary/lot line of proposed Lot 5 within twelve (12) months of the approval of the Elkhorn Village Addition No. 3.
2. The applicant/owner of Elkhorn Village Addition No. 3 shall participate in the cost of constructing East 12th Street to the east property line along Lots 1-5 of Elkhorn Village Addition No. 3 when necessitated by further development to the east. The applicant/owner agrees to the inclusion of this requirement for

participation when a subdivision(s) agreement for Elkhorn Village Addition No. 3 (or an agreement for the same property area if Elkhorn Village Addition No. 3 is replatted) is executed between the City and applicant/owner. The City anticipates that the applicant/owner will be responsible for one half of the total costs of the design, engineering and street construction, subject to review and approval by the Casper City Council. The applicant/owner also agrees that the requirement for participation shall run with the land and apply to all heirs, successors, assigns, grantees and transferees.

Recommendation on Zoning:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the proposed R-2 (One Unit Residential) zoning of the annexed property meets the minimum requirements of the Casper Municipal Code and is in conformance with the Comprehensive Land Use Plan, staff recommends that the Planning and Zoning Commission grant an approval of the zone change request and forwards a “do pass” recommendation to the City Council.

Code Compliance:

Staff has completed all requirements of Sections 16.24, 16.36, and 17.12.170 of the Casper Municipal Code pertaining to plats, annexations and zone changes, including notification of property owners within three hundred (300) feet by first class mail, posting public notice on the property, and publishing legal notice in the Casper Star-Tribune. **At the time the staff report was prepared, staff had not received any public comments on this case.**

Applicable City Codes and Adopted Policies/Plans

1. The Planning and Zoning Commission’s decision with regard to the annexation and plat are recommendations to Council. With an approval, a “do-pass” recommendation will be forwarded to Council, and with a denial, a “do-not-pass” recommendation will be forwarded.
2. The minimum lot size requirement in the R-2 (One Unit Residential) zoning district is 4,000 square feet.
3. If the Planning and Zoning Commission “approves” the zone change, it will advance to the City Council for their consideration, with a “do-pass” recommendation from the Commission. However, if the zone change is denied by the Commission, the zone change will not progress to City Council unless an appeal is requested, in the manner specified by Code.

4. Conditions of approval are appropriate with respect to plats; however, no conditions of approval may be attached to zone changes.
5. The following is a list of permitted uses in the R-2 (One Unit Residential) zoning district:
 - A. Conventional site-built single-family dwellings and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
 - B. Day-care, adult;
 - C. Family child care home;
 - D. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities used during daylight hours;
 - E. Schools, public, parochial, and private elementary, junior and senior high;
 - F. Neighborhood assembly uses;
 - G. Neighborhood grocery;
 - H. Group home;
 - I. Church.

Before any territory is eligible for annexation, the governing body of any city or town, at a hearing as provided in W.S. 15-1-405, shall find that:

- (i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;
- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and

- (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

Summary:

Application has been received for the creation of the Elkhorn Village Addition No. 3, located at the northeast corner of Elkhorn Valley Drive and East 12th Street. The subdivision includes a replat of six (6) existing lots in the Elkhorn Village Addition No. 2, and an annexation of 0.85-acres, more or less. The existing lots are currently zoned R-2 (One Unit Residential), and the area being annexed is requested to be R-2 (One Unit Residential) in order to integrate into the existing lots. The purpose of the annexation and replat is to increase the size of the existing lots, to eliminate one (1) lot, and to create five (5) newly configured lots for single-family residential development. All uses in the area are single-family residential, and all surrounding lots are also zoned R-2 (One Unit Residential). The property being annexed is contiguous with the City limits along its west property boundary.

Staff has included two recommended conditions of approval with the replat. As shown on the Elkhorn Village Addition No. 3 plat, there is a gap of missing 12th Street right-of-way located adjacent to proposed Lot 5. The first condition requires that the applicant/owner dedicate the missing piece of right-of-way to the City within twelve (12) months. The second condition allows for the deferment of the construction of East 12th Street. As is customary, corner lots are responsible for the construction of road on both sides of the lot. Additional depth and street frontage is being added adjacent to Lot 5; however, in that the necessary right-of-way has not yet been dedicated, the City is proposing to allow the construction of the extension of 12th Street to occur at an undetermined time in the future, when necessitated by further development to the east, or by some other unknown trigger. The applicant has indicated that no further development is planned to the east of this subdivision in the foreseeable future.

\$1,200

SUB-417-2023



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: Blackmore Homes, Inc
ADDRESS: 441 Landmark Drive, Casper, WY 82609
TELEPHONE: 307-268-7143 EMAIL: tsmith@mcmurry.net

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: WLC Engineering and Surveying
ADDRESS: 200 Pronghorn, Casper, WY 82601
TELEPHONE: 307-266-2524 EMAIL: bholwegner@wlcwyo.com

APPLYING FOR (check one): ☐ FINAL PLAT ☒ REPLAT ☐ MINOR BOUNDARY ADJUSTMENT

NAME OF SUBDIVISION: Elkhorn Village Addition No. 3
LEGAL DESCRIPTION OF LAND: SE1/4SW1/4 Section 7, NE1/4NW1/4 Section 18, Township 33 North Range 78 West of the 6th Principal Meridian, Casper, WY
COMMON ADDRESS OR LOCATIONAL DESCRIPTION: Lots 48 thru 53 of the Elkhorn Village Addition No. 2

CURRENT LAND USE: Single Family Residential Lots and Undeveloped Property

TOTAL ACREAGE: 3.076 acres/sq ft

NUMBER OF LOTS: 5 (Minor Boundary Adjustment can not exceed 2 lots)

SIZE OF LARGEST LOT: 31,618.8 sq ft

SIZE OF SMALLEST LOT: 21,071.7 sq ft

CURRENT ZONING: R2 & UA

PROPOSED ZONING: R2

The following owner's signature, or agent, signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: [Signature]

DATE: 5/2/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF PROPERTY OWNERS
- PROOF OF OWNERSHIP
- PDF (11"X17" SCALE) OF THE PLAT (Full-Size Hard Copies MAY Also be Required)
- ARCGIS-COMPATIBLE SHAPEFILE SHOWING LOTS, BLOCKS, STREETS, ETC.
- \$1,200 (25 LOTS OR FEWER); \$1,800 (26 Lots or more); (\$200 FOR MINOR BOUNDARY ADJUSTMENT); (Preliminary Plat \$1,000). APPLICATION FEE (NON-REFUNDABLE)

FOR OFFICE USE ONLY:

DATE SUBMITTED:

REC'D BY:



City of Casper Planning Division

Zoning/Zone Change Application

OWNER/PETITIONER'S INFORMATION:

NAME: Blackmore Homes, Inc.
 ADDRESS: 441 Landmark Drive, Casper, WY 82609
 TELEPHONE: 307-268-7143 EMAIL: tsmith@mcmurry.net

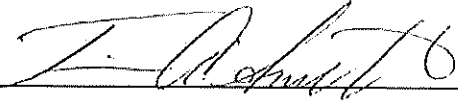
I/WE, THE UNDERSIGNED, HEREBY PETITION THE CITY TO ZONE/REZONE THE FOLLOWING DESCRIBED REAL PROPERTY:

LEGAL DESCRIPTION: SE1/4SW1/4 Section 7, NE1/4NW1/4 Section 18, Township 33 N, Range, 78 W Casper, WY
 STREET ADDRESS: 5569, 5549, 5529, 5509 Azurite Ave. and 1151 and 1201 Elkhorn Valley Drive
 FROM EXISTING ZONING DISTRICT: R2 and County Urban Agriculture
 TO PROPOSED ZONING DISTRICT: R2

UPON THE ZONING/REZONING OF THE ABOVE-DESCRIBED REAL PROPERTY, I (WE) PROPOSE TO USE THE PROPERTY FOR THE FOLLOWING PURPOSES (BRIEF STATEMENT OF FACTS AND JUSTIFICATION FOR REZONING):

The existing Lots 48 thru 53 of the Elkhorn Addition No. 2 subdivision are proposed to be reduced from 6 Lots to 5 Lots. Reducing the number of lots and annexing additional property, currently located in the county to the east, will create larger lots, providing more options for buyers. The owner would like to rezone all property to R2.

The following owners' signatures signify that all information on the application is accurate and correct to the best of the owners' knowledge.

SIGNATURE OF PROPERTY OWNER: 

SIGNATURE OF PROPERTY OWNER: _____

DATE: 5/2/23

SUBMIT TO:

Community Development Department
 Planning Division
 200 N David, RM 203
 Casper, WY 82601
 Phone: 307-235-8241
 E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF ALL OWNERS
- PROOF OF OWNERSHIP
- \$750 APPLICATION FEE (NON-REFUNDABLE)

FOR OFFICE USE ONLY:

DATE SUBMITTED: _____

REC'D BY: _____



City of Casper Planning Division

Petition for Annexation Application

PETITIONER'S INFORMATION:

NAME: Blackmore Homes, Inc.

ADDRESS: 441 Landmark Drive, Casper WY 82609

TELEPHONE: 307-268-7143 EMAIL: tsmith@mcmurry.net

WE, THE UNDERSIGNED, HEREBY PETITION THE CITY OF CASPER FOR ANNEXATION OF THE FOLLOWING:

PROPOSED NAME OF SUBDIVISION: Elkhorn Village Addition No. 3

ADDRESS: _____

LEGAL DESCRIPTION OF LAND TO BE ANNEXED (Provide Map): SE1/4SW1/4 Section 7, NE1/4NW1/4, Section 18, Township 33 North Range 78 West of the 6th Principal Meridian, Casper, Wyoming

SIZE OF PROPOSED SUBDIVISION (Sq Ft/Acres): Total Size: 133,991 Sq Ft 3.076 Acres

NUMBER OF LOTS AND BLOCKS: 5 Lots on a single Block

PRESENT ZONING: City of Casper: R2 Natrona County: UA PROPOSED ZONING: R2

PRESENT LAND USE: Residential Homes and Undeveloped

PROPOSED LAND USE: Single Family Residential Homes

PROPERTY IS CONTIGUOUS WITH THE CASPER CITY LIMIT: X YES NO
IS PROPOSED ANNEXATION AREA INCLUDED IN, OR A PART OF AN ESTABLISHED IMPROVEMENT AND SERVICE DISTRICT UNDER THE WYOMING IMPROVEMENT AND SERVICE DISTRICT ACT (W.S. 18-12-101 ET SEQ.)? If so, please describe (on reverse).

Pursuant to Section 16.12.040 of the Casper Municipal Code all petitions for annexation shall be required to have an executed water and sewer agreement or have made suitable arrangements for service with the City prior to the annexation being approved by the Council.

The following owner's signature signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: 

SIGNATURE OF PROPERTY OWNER: _____

DATE: 5/2/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

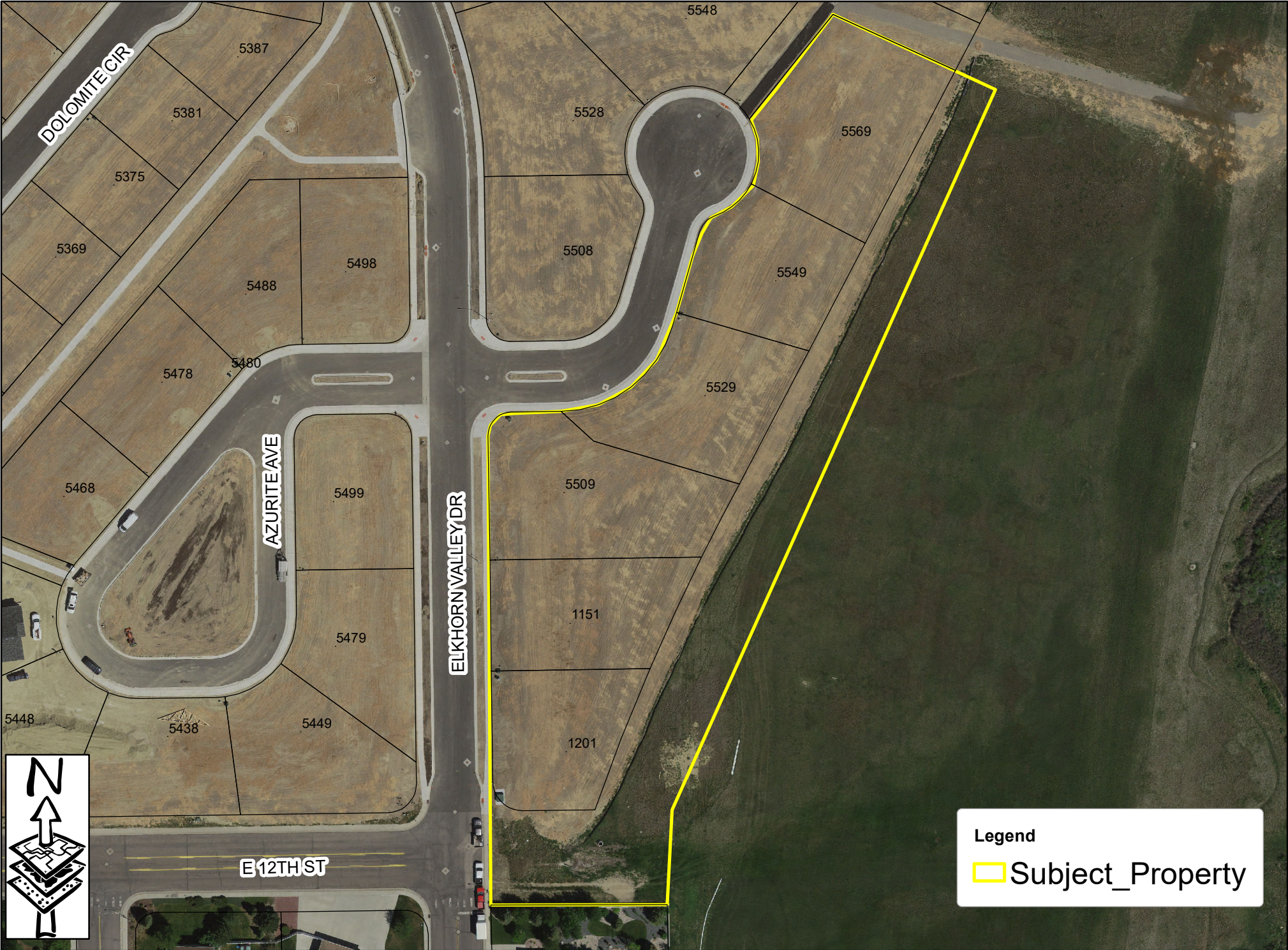
- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES FROM ALL PROPERTY OWNERS
- \$1,000 APPLICATION FEE & PROOF OF OWNERSHIP
- ANNEXATION MAP/EXHIBIT (If Currently Platted) OR PLAT APPLICATION AND FEE (If Un-platted)
- ZONE CHANGE APPLICATION AND FEE

FOR OFFICE USE ONLY:

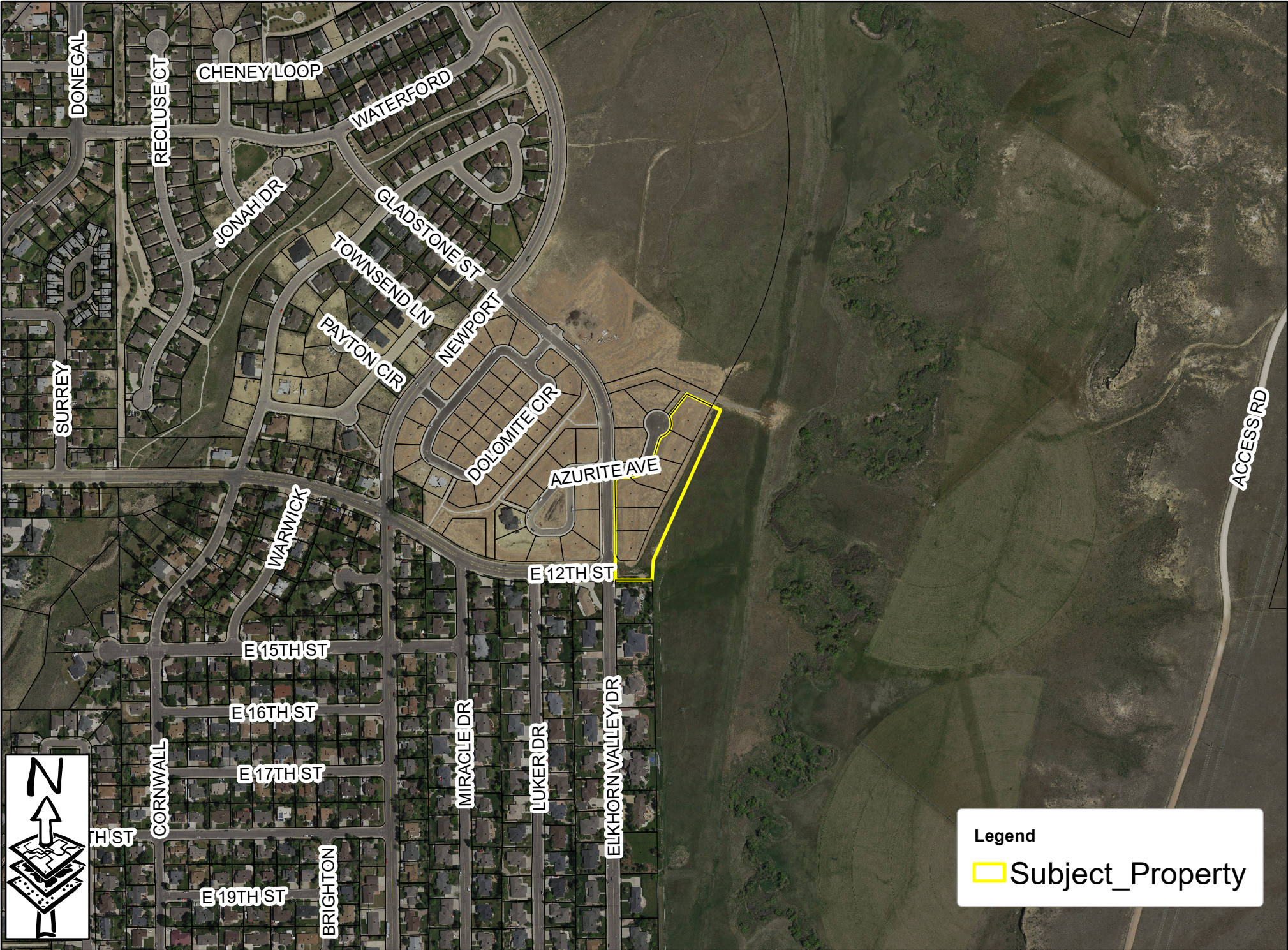
DATE SUBMITTED:

REC'D BY: _____

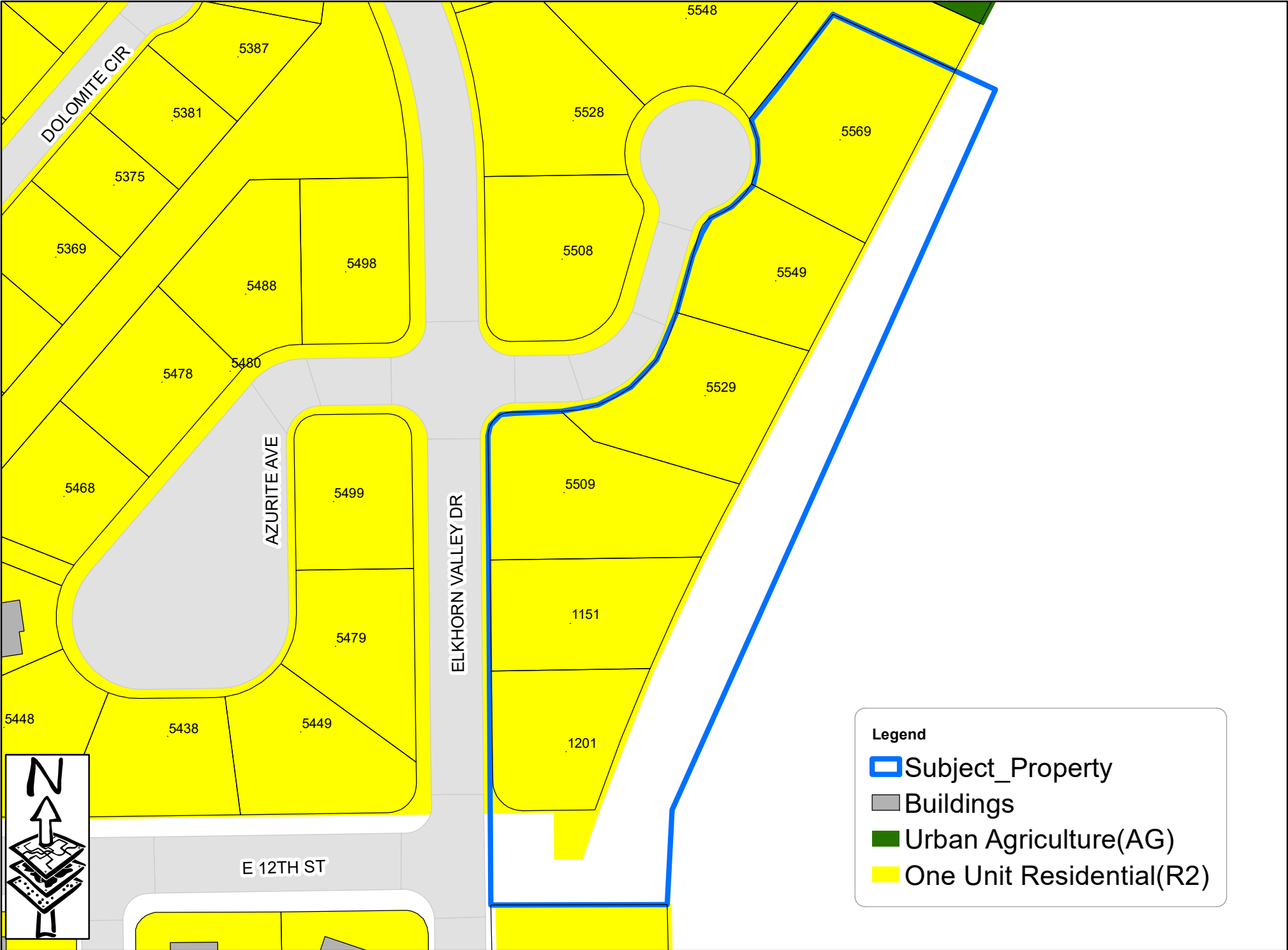
Replat and Annexation creating Elkhorn Village Addition No. 3



Replat and Annexation creating Elkhorn Village Addition No. 3



Replat and Annexation creating Elkhorn Village Addition No. 3





2023 Lakonia, VT



Exit Street view



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June 1, 2023

MEMO TO: Michael McIntosh, Chairperson
Members, Planning and Zoning Commission

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: **SUB-420-2023, ZOC-421-2023 & ANX-422-2023** – Request for annexation of 4.78-acres, more or less, a plat, and establishing the zoning as C-4 (Highway Business), to create a new subdivision named “JTL Group Inc. Addition”, located at 1461 Bryan Stock Trail, and being a portion of the SW1/4SW1/4 of Section 35, T.34N., R79W., 6th P.M., Natrona County Wyoming. C-4 (Highway Business). Applicant: JTL Group Inc. dba Knife River.

Recommendation on Annexation:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the requested annexation meets the requirements of the Casper Municipal Code and Wyoming State Statutes, staff recommends that the Planning and Zoning Commission grant an approval of the annexation and forwards a “do pass” recommendation to the City Council.

Recommendation on Plat:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the proposed plat meets the minimum requirements of the Casper Municipal Code, staff recommends approval with a “do pass” recommendation to the City Council with the following recommended condition:

1. At such time as directed by the City, the Owner shall construct standard City sidewalk along Bryan Stock Trail along the property frontage.

Recommendation on Zoning:

If, after hearing public testimony and considering the facts of the case, the Planning and Zoning Commission finds that the proposed C-4 (Highway Business) zoning of the annexed property meets the minimum requirements of the Casper Municipal Code and is in conformance with the Comprehensive Land Use Plan, staff recommends that the Planning and Zoning Commission grant an approval of the zone change request and forwards a “do pass” recommendation to the City Council.

Code Compliance:

Staff has completed all requirements of Sections 16.24, 16.36, and 17.12.170 of the Casper Municipal Code pertaining to plats, annexations and zone changes, including notification of property owners within three hundred (300) feet by first class mail, posting public notice on the property, and publishing legal notice in the Casper Star-Tribune. **At the time the staff report was prepared, staff had not received any public comments on this case.**

Applicable City Codes and Adopted Policies/Plans

1. The Planning and Zoning Commission's decision with regard to the annexation and plat are recommendations to Council. With an approval, a "do-pass" recommendation will be forwarded to Council, and with a denial, a "do-not-pass" recommendation will be forwarded.
2. There is no minimum lot size requirement in the C-4 (Highway Business) zoning district.
3. If the Planning and Zoning Commission "approves" the zone change, it will advance to the City Council for their consideration, with a "do-pass" recommendation from the Commission. However, if the zone change is denied by the Commission, the zone change will not progress to City Council unless an appeal is requested, in the manner specified by Code.
4. Conditions of approval are appropriate with respect to plats; however, no conditions of approval may be attached to zone changes.
5. The following is a list of permitted uses in the C-4 (Highway Business) zoning district:
 1. Animal shelters, animal clinics, and animal boarding and treatment centers;
 2. Assembly of devices or instruments, or packaging of products from previously prepared materials;
 3. Automobile parks;
 4. Automobile sales and repair areas and shops;
 5. Automobile service stations, automobile service centers, and public garages;
 6. Bed and breakfast;
 7. Bed and breakfast homestay;

8. Bed and breakfast inn;
9. Builders' supply yards;
10. Churches;
11. Clubs and lodges;
12. Commercial dairies (excluding dairy farms);
13. Commercial laundries;
14. Convenience establishment, high volume;
15. Dance studios;
16. Day-care, adult;
17. Child care center;
18. Family child care center - zoning review;
19. Family child care home;
20. Family child care home - zoning review;
21. Drive-in/through facilities such as restaurants, package liquors, branch banks, etc.;
22. Farm implement sales and service;
23. Frozen food lockers;
24. Gaming/gambling;
25. Greenhouses;
26. Grocery stores;
27. Group homes;
28. Heliports;
29. Homes for the homeless (emergency shelters);
30. Hotels, motels;
31. Kennels;
32. Manufactured home (mobile) sales;
33. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents, and public health facilities;
34. Nurseries;
35. Offices, general and professional;
36. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
37. Pawn shops;
38. Personal service shops;
39. Pet supplies;
40. Plumbing, welding, electrical supply, service shops, and fabrication shops;
41. Printing and newspaper houses;

42. Public utility and public service installations and facilities, including repair and storage facilities;
43. Radio and television stations, including transmitting and receiving towers;
44. Recreation centers, restaurants, cafes, coffee shops, and retail business;
45. Retail businesses;
46. Sale barns;
47. Trade or business schools;
48. Transportation depots;
49. Truck/car stops;
50. Warehouses, indoor and outdoor storage;
51. Sexually oriented businesses, pursuant to all regulations set forth in Section 9.24.110 of the municipal code;
52. Neighborhood assembly uses;
53. Regional assembly uses;
54. Branch community facilities;
55. Neighborhood grocery.

Before any territory is eligible for annexation, the governing body of any city or town, at a hearing as provided in W.S. 15-1-405, shall find that:

- (i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;
- (ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;
- (iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;
- (iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. 15-1-407;
- (v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and
- (vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a

summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

Summary:

Application has been received for an annexation, plat and zone change to create the JTL Group Inc. Addition, located at 1461 Bryan Stock Trail. The property in question is 4.78-acres, more or less, and is occupied by the Knife River company. The requested zoning for the property is C-4 (Highway Business). The property is contiguous, on its west side, to the existing Casper City limits along Bryan Stock Trail. Existing land uses in the area are a mix of industrial and park/open space. The proposed subdivision consists of a single lot, and the applicant's stated reason for wanting to annex the property into the City is to obtain public utilities (water and sewer) for the property. According to the applicant, the property suffers from environmental conditions that preclude the use of water wells and septic systems. The property is developed, located in proximity to properties currently receiving City services, and the provision of water and sewer will benefit the property owners as well as the City by alleviating environmental contamination concerns.

Staff has included a single recommended condition of approval that reiterates the City's Code requirement to provide sidewalk along all City properties. In that there are no connecting sidewalks in the area, the condition defers the requirement to construct sidewalk until an unknown future date.



City of Casper Planning Division

Plat/Subdivision Application

OWNER'S INFORMATION:

NAME: JTL Group, Inc. dba Knife River Inc.

ADDRESS: 1461 Bryan Stock Trail, Casper, WY 82609

TELEPHONE: 307-237-9346

EMAIL: mike.haynes@kniferiver.com

OWNER'S AUTHORIZED REPRESENTATIVE:

NAME: CEPI

ADDRESS: 6080 Enterprise Drive, Casper, WY 82609

TELEPHONE: 307-266-4346

EMAIL: billf@cepi-casper.com

APPLYING FOR (check one): ☒ FINAL PLAT ☐ REPLAT ☐ MINOR BOUNDARY ADJUSTMENT

NAME OF SUBDIVISION: JTL Group Inc., Addition

LEGAL DESCRIPTION OF LAND: Portion of SW1/4SW1/4 Section 35, R.34N., R.79W.

COMMON ADDRESS OR LOCATIONAL DESCRIPTION: 1461 Bryan Stock Trail,

CURRENT LAND USE: Office Building

TOTAL ACREAGE: 4.78 acres/sq ft

NUMBER OF LOTS: 1 (Minor Boundary Adjustment can not exceed 2 lots)

SIZE OF LARGEST LOT: 4.78

SIZE OF SMALLEST LOT: N/A

CURRENT ZONING: UA- County

PROPOSED ZONING: C4

The following owner's signature, or agent, signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: *Mike J. Haynes*

DATE: 05/08/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF PROPERTY OWNERS
- PROOF OF OWNERSHIP
- PDF (11"x17" SCALE) OF THE PLAT (Full-Size Hard Copies MAY Also be Required)
- ARCGIS-COMPATIBLE SHAPEFILE SHOWING LOTS, BLOCKS, STREETS, ETC.
- \$1,200 (25 LOTS OR FEWER); \$1,800 (26 Lots or more); (\$200 FOR MINOR BOUNDARY ADJUSTMENT); (Preliminary Plat \$1,800). APPLICATION FEE (NON-REFUNDABLE)

FOR OFFICE USE ONLY:

DATE SUBMITTED:

REC'D BY:



City of Casper Planning Division

Zoning/Zone Change Application

OWNER/PETITIONER'S INFORMATION:

NAME: JTL Group, Inc. dba Knife River Inc.

ADDRESS: 1461 Bryan Stock Trail, Casper, WY 82609

TELEPHONE: 307-237-9346

EMAIL: mike.haynes@kniferiver.com

I/WE, THE UNDERSIGNED, HEREBY PETITION THE CITY TO ZONE/REZONE THE FOLLOWING DESCRIBED REAL PROPERTY:

LEGAL DESCRIPTION: Portion of SW1/4SW1/4 Section 35, R.34N., R.79W.

STREET ADDRESS: 1461 Bryan Stock Trail

FROM EXISTING ZONING DISTRICT: UA- County

TO PROPOSED ZONING DISTRICT: C4 - Highway Business

UPON THE ZONING/REZONING OF THE ABOVE-DESCRIBED REAL PROPERTY, I (WE) PROPOSE TO USE THE PROPERTY FOR THE FOLLOWING PURPOSES (BRIEF STATEMENT OF FACTS AND JUSTIFICATION FOR REZONING):

Commercial Office Building

The following owners' signatures signify that all information on the application is accurate and correct to the best of the owners' knowledge.

SIGNATURE OF PROPERTY OWNER: Michael J. Haynes

SIGNATURE OF PROPERTY OWNER: _____

DATE: 05/08/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES OF ALL OWNERS
- PROOF OF OWNERSHIP
- \$750 APPLICATION FEE (NON-REFUNDABLE)

FOR OFFICE USE ONLY:

DATE SUBMITTED: _____

REC'D BY: _____



City of Casper Planning Division

Petition for Annexation Application

PETITIONER'S INFORMATION:

NAME: JTL Group, Inc. dba Knife River, Inc

ADDRESS: 1461 Bryan Stock Trail, Casper, WY 82609

TELEPHONE: 307-237-9346

EMAIL: mike.haynes@kniferiver.com

WE, THE UNDERSIGNED, HEREBY PETITION THE CITY OF CASPER FOR ANNEXATION OF THE FOLLOWING:

PROPOSED NAME OF SUBDIVISION: JTL Group Inc. Addition

ADDRESS: 1461 Bryan Stock Trail

LEGAL DESCRIPTION OF LAND TO BE ANNEXED (Provide Map): Portion of SW1/4SW1/4
Section 35, T.34., R.79W.

SIZE OF PROPOSED SUBDIVISION (Sq Ft/Acres): 4.78 Acres

NUMBER OF LOTS AND BLOCKS: 1

PRESENT ZONING: UA- County

PROPOSED ZONING: C4

PRESENT LAND USE: Office Building

PROPOSED LAND USE: Office Building

PROPERTY IS CONTIGUOUS WITH THE CASPER CITY LIMIT: ☒ YES ☐ NO

IS PROPOSED ANNEXATION AREA INCLUDED IN, OR A PART OF AN ESTABLISHED IMPROVEMENT AND SERVICE DISTRICT UNDER THE WYOMING IMPROVEMENT AND SERVICE DISTRICT ACT (W.S. 18-12-101 ET SEQ.)? If so, please describe (on reverse).

Pursuant to Section 16.12.040 of the Casper Municipal Code all petitions for annexation shall be required to have an executed water and sewer agreement or have made suitable arrangements for service with the City prior to the annexation being approved by the Council.

The following owner's signature signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: 

SIGNATURE OF PROPERTY OWNER: _____

DATE: 05/08/23

SUBMIT TO:

Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
E-mail: ccollins@casperwy.gov

A COMPLETE SUBMITTAL MUST INCLUDE:

- COMPLETED APPLICATION, INCLUDING ORIGINAL SIGNATURES FROM ALL PROPERTY OWNERS
- \$1,000 APPLICATION FEE & PROOF OF OWNERSHIP
- ANNEXATION MAP/EXHIBIT (If Currently Platted) OR PLAT APPLICATION AND FEE (If Un-platted)
- ZONE CHANGE APPLICATION AND FEE

FOR OFFICE USE ONLY:

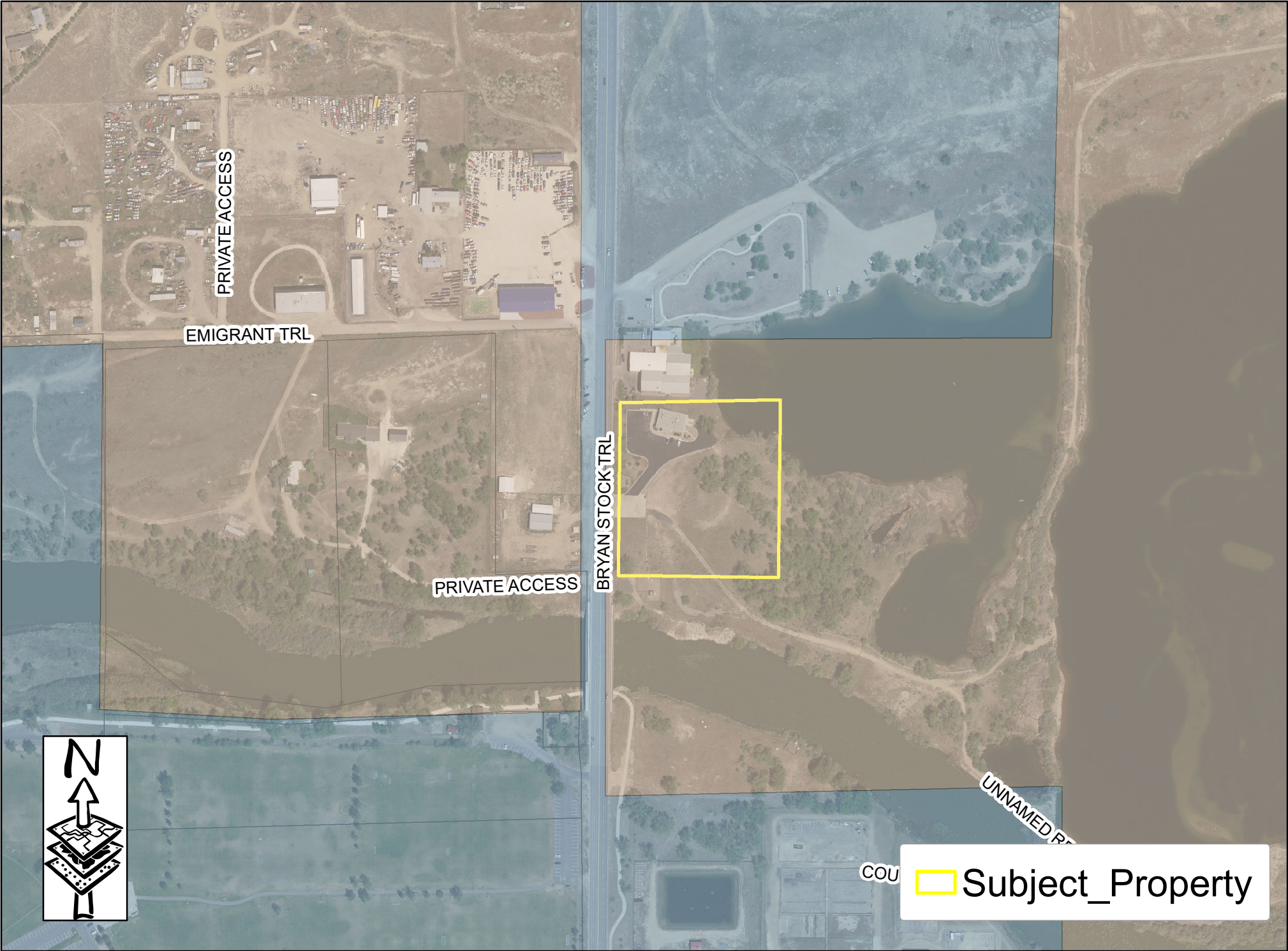
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REC'D BY: _____

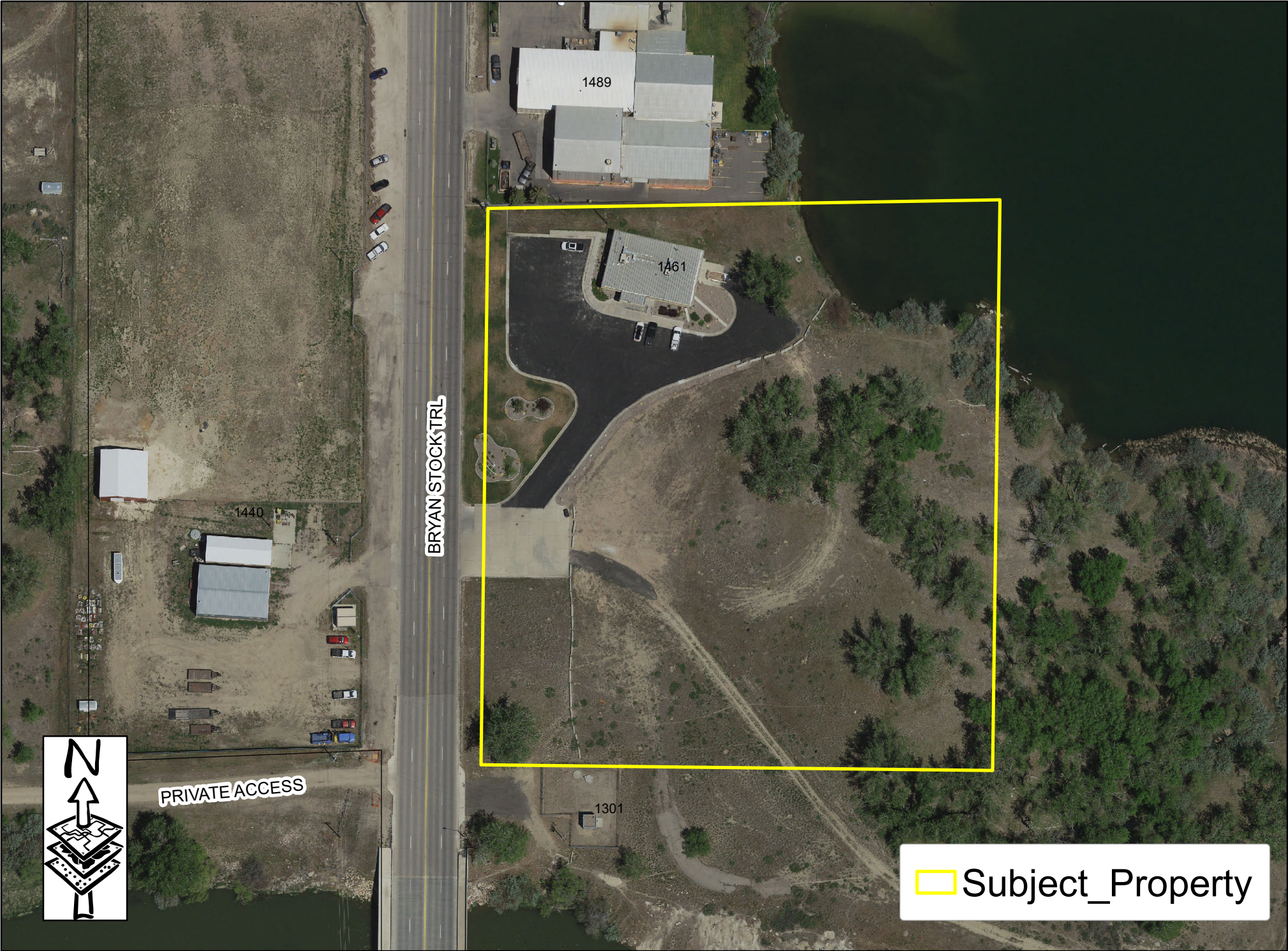
Proposed JTL Group Inc. Addition



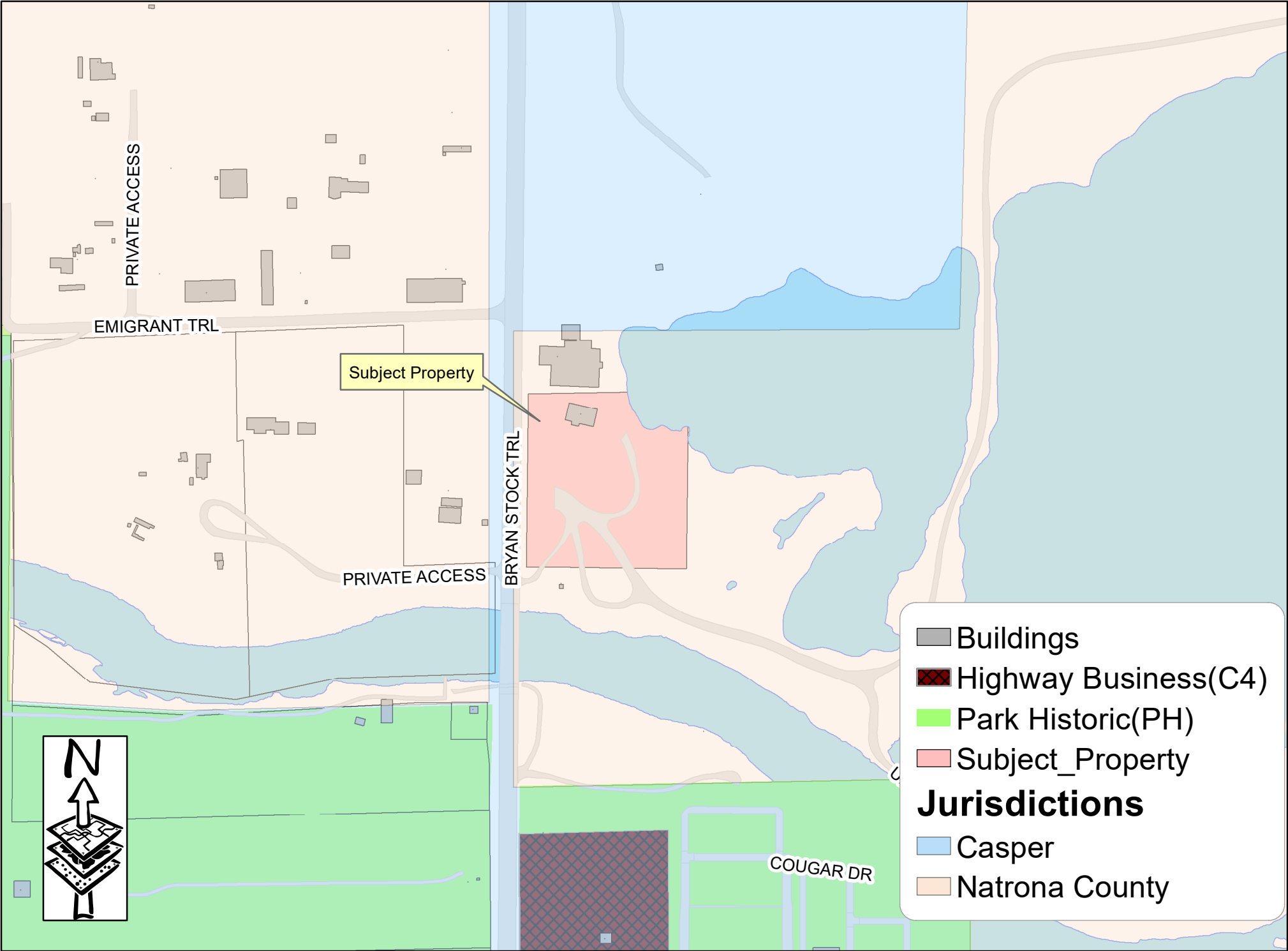
Proposed JTL Group Inc. Addition



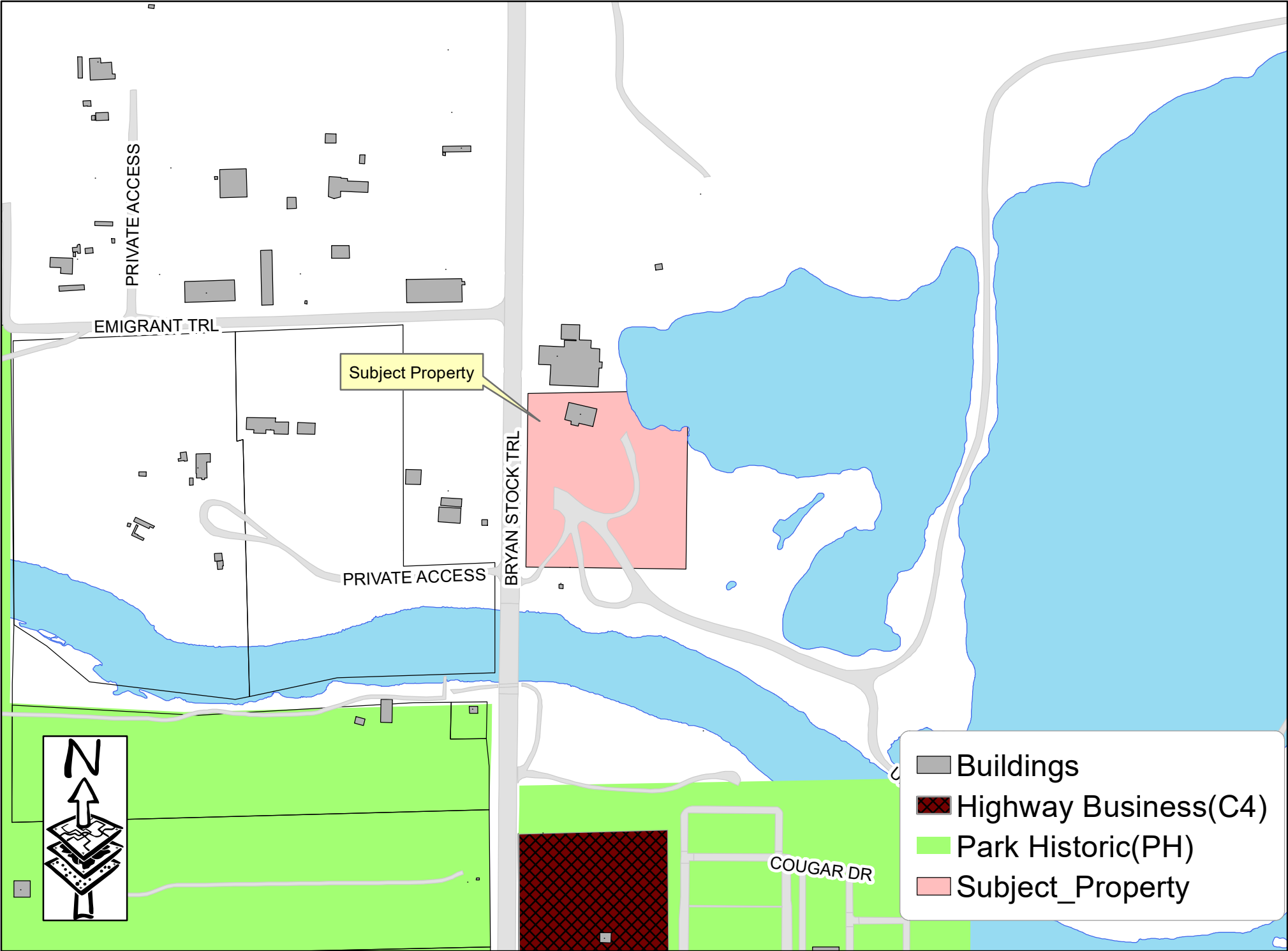
Proposed JTL Group Inc. Addition



Proposed JTL Group Inc. Addition



Proposed JTL Group Inc. Addition





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CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
May 8, 2023

Present: Connie Hall, Carolyn Buff, Tammie Chappell, John Lang, Anthony Jacobsen, Jeff Bond, Bob King,

Absent: Robin Broumley, Maureen Lee, Randy Hein, Paul Yurkiewicz

Staff: Craig Collins, City Planning Department
Barb Santmire, Administrative Assistant III

Guests: Katie Leeper, CLG Coordinator, Historic Preservation Specialist
Michael McIntosh, Planning & Zoning Commission Liaison
Katelynn Larsen

Chairperson Connie Hall called the meeting to order at 8:30 a.m.

Approval of Minutes – Chairperson Hall asked for approval of the April 10, 2023 meeting minutes. With no corrections, the minutes were approved.

Introduction of members/guests present – Katie Leeper, CLG Coordinator, was present via video to introduce herself and meet the Commission members. She stated she will be looking to reimplement training such as Preserve Wyoming in 2024. Although this large conference/training opportunity may not be offered every year, smaller conferences will be offered to supplement training and sharing of information in between. Ms. Leeper also spoke about grants and expressed an interest in ensuring municipalities are aware of all opportunities that may help them support their historic preservation endeavors.

Chairperson Hall shared an update on Commission activities with Ms. Leeper.

New Business – None

Old Business

May Historic Preservation Month

- A proof of the placemats has been reviewed and approved. The placemats are in production and will be given to Sherrie as soon as they are available.
- The proposed picture in front of Sherrie's took place on April 15th. It should be posted to the HPC Facebook page. Connie will also contact Dan at Oil City News to see if he is interested in doing a story.

- The “Bright Spot” recognizing Sherrie’s Place is on the agenda for the May 16th Council meeting. Sherrie has been notified and will be there for the presentation.

Ornaments for 2023

- The colorized postcard of NCHS has been sent to the designer and a mock up should be available for the Commission’s review soon.
- Actions that still need to be determined:
 - How many ornaments will be produced?
 - If a second run is wanted/needed, how will they be numbered (since the first batch would be 1 of 100, 2 of 100, etc.)
 - What is the cost per piece? What will be the sale price per piece?
 - Will the number allowed to be purchased per person be limited?
 - How/where will they be sold?
 - How/where will the money be collected and who will be responsible for managing the funds?
 - How/where will the ornaments be held and who will be responsible for managing the inventory?

OYD Committee Update

- John reported that the last OYD meeting was held at the DDA and Darrin Tromble (WWC) provided an update on the final phase of the Midwest Ave street project which will begin this summer.
- Members of the committee will be planting flowers on May 16th. Anyone interested in helping can meet at Wyoming Plant Co at 10am.
- Other service projects include utility box wraps, new banners, and volunteering for DDA events.
- Three Crowns renovation has started and is expected to be done by the end of the summer.

P&Z Commission – There was no report.

Demolition Permits – There was no report.

Social Media/Outreach/Education – There was no report.

Field Visits/Tours – Jeff will reach out to John Haass, owner of the historic home located at 638 S Beech to see if he would be willing to give a tour of the home for HPC’s June 12th meeting.

Other Business

- Bob noted that the Bishop House fundraiser will be held on August 19th from 5 – 9 pm at the Casper Country Club. The event will feature dinner and a presentation with “special guests” President Lincoln and Mary Todd Lincoln.

The next meeting will be held June 12th at 8:30 am at 638 S Beech St.

(Minutes prepared by Barb Santmire)
Respectfully submitted,

Chairperson
Casper Historic Preservation Commission